



## NEIGHBOR PLANTING CONSENT FORM

Need help? Visit [www.portlandoregon.gov/trees](http://www.portlandoregon.gov/trees), email [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov), or call 503-823-TREE (8733)

### Instructions

**This form is to be used when you are required to replant as a condition of a Tree Removal & Replanting Permit and you wish to replant in your neighbor's right-of-way.**

1. Talk to your neighbor and get verbal permission to plant street trees on their property. Let your assigned Urban Forestry Tree Inspector know the neighbor's address and the number of trees you wish to plant on that property.
2. The Tree Inspector will inspect the site, mark the curb next to where the trees are to be planted, and send the applicant the Approved Street Tree Planting List that is appropriate for the planting space. The Tree Inspector will confirm how many trees can be planted in the neighbor's right-of-way.
3. Talk with your neighbor to select which trees to plant from the Approved Street Tree Planting List.
4. Once you have selected the species and number of trees to plant, fill this form out completely and legibly. All information is required. Incomplete forms will be subject to delay.
5. Submit the completed form to the Tree Inspector assigned to your case or by *one* of the following ways:
  - by email to [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov)
  - by fax to 503-823-4493
  - by mail to Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201
  - in person at the Development Services Center (DSC), 1900 SW 4<sup>th</sup> Ave. 1<sup>st</sup> Floor
    - Monday, Tuesday, Wednesday, and Friday from 8 a.m.–3 p.m.; Thursdays 8 a.m.–noon
    - Note: there may be a wait time at the DSC

Note: This form must be submitted before the Tree Removal & Replanting Permit will be issued.

### Tree Planting Standards

- Tree species should be selected from the Approved Street Tree Planting List that is appropriate for the planting space. Find the lists online at [www.portlandoregon.gov/trees/plantinglists](http://www.portlandoregon.gov/trees/plantinglists) or by contacting the Tree Inspector assigned to your case.
- Newly planted trees must meet the minimum caliper size (below). Caliper is defined as the diameter of a tree trunk, in inches, measured 6 inches above the tree's natural ground line.

Development type	Street tree minimum caliper size
One and two family residential	1.5 inches
Multi-dwelling residential	2 inches
All others	2.5 inches

- Conifer trees must be a minimum of 5 feet in height at time of planting.

- Newly planted trees must be watered during the dry summer months (May to October) for at least the first two to three years. Each tree will need approximately 15 gallons of water once a week. Trees should be watered slowly to penetrate the soil deeply.
- Trees must survive for at least two years after planting or must be replaced by the permit holder.

## Neighbor Planting Consent Form

TREE REMOVAL & REPLANTING PERMIT INFORMATION
Address of the permit _____
Case number (IVR # or permit #) _____
Neighbor's address for planting _____
Total number of trees for neighbor to plant _____

PERMIT HOLDER INFORMATION
Name _____
Mailing address _____
Email _____
Phone _____

TREE PLANTER INFORMATION (must be the property owner)
Property owner name _____
Mailing address _____
Email _____
Phone _____

TREE INFORMATION (Attach additional pages as needed)		
Tree #	Species (select from the appropriate Approved Street Tree Planting List)	Tree location (front street/side street)
1		
2		
3		
4		
5		
6		
7		
8		

## Tree Planting & Establishment Agreement

Write in the name of the responsible party for each line below.

I, \_\_\_\_\_ (Permit Holder), agree to purchase and plant the tree(s) listed above at the location listed above.

I, \_\_\_\_\_, agree to ensure the tree(s) survival for at least two years.

I, \_\_\_\_\_ (Permit Holder), agree to replace the tree(s) at my expense with the same species tree if the tree(s) dies within two years of the permit date.

I, \_\_\_\_\_ (Neighbor), agree to the long-term maintenance and care of the tree(s). I will get the proper permits from Urban Forestry before pruning or removing the tree(s).

### NOTICES

**Statement of Fact:** By signing or initialing, I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit, regardless of how or when discovered.

**Statement of Compliance with City Code:** By signing or initialing, I agree to comply with City of Portland Code Title 11. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand before beginning any work. Failure to obtain a permit or violating the terms of a permit may result in civil penalties of up to \$1,000 per violation per City Code Title 11. I agree to hold harmless the City of Portland, its agents, officers, and employees for any damage or injury caused by reason of planting, placement, maintenance, or removal of trees.

**Statement of Intent to Plant and Establish Trees:** By signing or initialing, I understand that replanting is a condition of a tree removal permit. I agree to meet the City of Portland's street tree planting standards ([www.portlandoregon.gov/trees/treeplanting](http://www.portlandoregon.gov/trees/treeplanting)). I understand that I am responsible for the successful establishment of the replanted trees.

Permit Holder Name: \_\_\_\_\_ Permit Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Initials are acceptable if submitting electronically*

Neighbor Name: \_\_\_\_\_ Neighbor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Must be the owner of the property where the trees will be planted*  
*Initials are acceptable in lieu of signature if submitting electronically*

### Submit completed form to your assigned Tree Inspector or

by email to [trees@portlandoregon.gov](mailto:trees@portlandoregon.gov);

by fax to 503-823-4493; or

by mail to: Portland Parks & Recreation Urban Forestry, 1900 SW 4th Ave. Suite 5000, Portland, OR 97201.

**Don't forget to call the Oregon Utility Locate Hotline (811) before digging a hole to plant your tree!**

**For tree planting and establishment tips, visit [www.portlandoregon.gov/trees/treeplanting](http://www.portlandoregon.gov/trees/treeplanting).**